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Tab B

Proposed Minimum Space Standards

I. Method

In determining the proposed minimum space standards for ORR, we have:

1. Determined requirements, peculiar to ORR's work and in addition to the normal requirements for working convenience and reasonable health conditions, that should be met;
2. Made a list of criteria based on both peculiar and normal requirements;
3. Studied actual conditions in rooms now occupied by various numbers of persons to see to what extent these criteria are met;
4. Set a maximum reasonable capacity for typical rooms used for various purposes; and
5. Translated room capacities into a table of persons per room for various types of ORR units.

II. Requirements other than working convenience and healthful conditions

We believe that RR has the following needs, some or all of which may be common to other CIA offices, but which do not usually demand consideration in normal Government space planning:

1. Increased space for files -- First, the necessity for using safe-files rather than standard cabinets materially increases the amount of floor space needed. Second, the analyst's requirements for ready reference materials peculiar to his work and for temporary storage for a possibly large bulk of Library materials being studied simultaneously indicates more drawer space per worker than in the average office. Third, several of the RR branches maintain registers of special types (e.g., [redacted]) which are needed for immediate reference and are too specialized in interest to be properly placed in the Library. Five of ORR's six economic divisions plus Reports Division now average, 84 files (all types; mostly safe-files, but including a few standard steel cabinets) per person. The sixth economic division, Strategic, with special problems, averages 1,17. Two units, whose file problems are such that special rather than office space is indicated, Controls Staff and Techniques and Methods Division, are excluded from the argument of this paragraph.

2. Consultation space -- Cross-fertilization of ideas plays an important part in ORR's work, and there has to be a great deal of discussion between individuals. Small private rooms for each analyst is probably an unattainable optimum though [redacted]

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Bureau makes such provision. It does seem reasonable to require, however, that by each professional's desk there be a space for an extra chair in which a visitor can sit and discuss a point with the analyst with no enforced interruption of neighboring desks. A division chief requires space in which he can hold a meeting of his branch chiefs and which provides privacy for discussion of sensitive matters. Space for similar branch meetings would be highly desirable, since the branch is generally the unit for OMI intelligence production. Separate branch conference rooms would, however, be in use for only a fraction of the time; therefore, we plan that branch conferences will be held in offices or in division or Office conference space, and have increased Office conference space in planning for the full 1953 T/O. Special consideration in conference space should, however, be granted Reports Division, because of the large part interviewing plays in their work.

3. Avoidance of security hazards — Security hazards appear in crowded rooms for two physical reasons: lack of adequate space for orderly storage and concealed sides of equipment by which papers may slip. The optimum would be safe-files for all material and each piece of furniture standing free so that nothing can slip between it and the wall or another piece of furniture. A reasonable minimum standard would seem to be: provide sufficient space, e.g., in bookcases, that unclassified material may be neatly stored when not in use, and not have to be piled on safe-tops and tables; arrange that only one edge of desks or tables abutt against another piece and avoid desks in corners or desks abutting each other against a wall.

III. Criteria for judging adequacy by rooms

Based both on the foregoing considerations relative to OMI's peculiar needs and on need for convenient working conditions and reasonable health conditions, the following criteria are set:

1. Floor space must provide:
 - a. One desk or table and one chair for each person in the room for 50 percent or more of his time;
 - b. One typewriter per person;
 - c. Eight safe-files for every 10 bodies (except for Strategic Division, which requires more);
 - d. One additional chair by each professional's desk;
2. With the exception of safe-files and cabinets, no piece of furniture with two adjacent edges abutting walls or other pieces of furniture;
3. No person seated so that his chair touches a radiator, airconditioner, or wall under a window;

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4. Furniture so arranged as to permit circulation to desks, to files, and to adjacent rooms without physical disturbance of seated workers;

5. Allowance for additional consulting and conference space for each division.

IV. Present conditions judged by proposed criteria

Attached to this tab are six plates, showing drawings and photographs of six typical rooms: two occupied by four persons, two occupied by five, one occupied by six, and one double room with eleven occupants. It will be noted that airconditioners have not been installed in any of these rooms. Console-type will be used for rooms in "W" building. Resultant constriction of space will be most noticeable in six- and five-person rooms and in four-person rooms where circulation to adjacent rooms must be facilitated. Each sheet carries notes showing how that particular room rates by the proposed criteria. Diagrams and photos were not considered necessary for rooms with one, two, or three occupants. Our conclusions -- based on these actual samples for rooms with four and more occupants -- are as follows, and are believed valid for most rooms of the general type and size (averaging slightly over 300 square feet) of these in "W" and "Q" buildings.

1. One-and-two-person rooms can be arranged to meet all the proposed criteria. Three-person rooms can be arranged to meet all criteria except No. 5, additional conference space.

2. Four-person rooms can generally (Plates 1 and 2) be arranged to meet criteria 1, 2, and 3 (provision for furniture and seated personnel, avoidance of security hazards, reasonable health conditions). Criterion 4 can be met so far as internal circulation is concerned, but it is not generally possible to provide passage to adjacent rooms on each side without placing workers' chairs too close to radiators or airconditioners, causing physical disturbance of seated workers, or violating criterion 2 by creating security hazards through so placing furniture that some places have two concealed sides (note Plate 2).

3. Five-person rooms (Plates 3 and 4) can meet criterion 1 except for 1. (space for the extra consulting chair), but invariably sacrifice one or more important points under criteria 2, 3, or 4. Furniture must be lined along walls thus creating security hazards, or at least one worker must be backed directly against a radiator or air-conditioner with resultant bad health conditions, or insufficient room is left to walk to desks and files or to adjacent rooms without disturbing seated workers. Thus, the tasks that constitute the bulk of ORR's work -- independent research by the individual analyst and consultation with his fellows -- cannot be carried on with any degree of efficiency in a room of five persons. The five-person density meets minimum standards only when little circulation takes place and consulting needs are at a minimum, i.e.

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when operations are primarily clerical or analytical work is done by juniors who normally will go to others to consult, rather than others coming to them.

4. The six-person room is a hazard to security, a menace to health and a most difficult spot in which to try to get any work done (Plate 5). It figures out at about 50 square feet per inhabitant; it exceeds by only five square feet the minimum CSA prescription (45 to 90), which is based on individual parts of large areas and does not take into account the peculiar requirements of ORR for extra files, consultation space, and added security. Since ORR has no extensive purely clerical operations and no library-type purely study activities, the six-person room has no proper place in ORR plans. The double room with eleven or twelve persons (Plate 6) is less conducive to claustrophobia than the individual room with half that number, but otherwise offers no added advantages.

V. Maximum reasonable capacity of rooms for various purposes

1. Based on the foregoing study of individual rooms compared with the criteria proposed, we conclude that:

a. Private office of full-room size need be provided only for the Assistant Director;

b. Two-person rooms should be provided for, and are adequate for, division chiefs, area chiefs, and staff assistants to the Assistant Director of responsibilities similar to those of division chiefs.

c. Three-person rooms do not meet the criterion of additional consulting space, and offer no specific advantages, except more elbow room and more file space, over four-person rooms. Therefore, the three-person room is not assigned a part in the ORR plan, though it will frequently result when a unit's personnel is one or two under the maximum permissible for the number of rooms assigned the unit, but would be one or two over that maximum if one less room were assigned.

d. The four-person room should be the standard in assigning space to branches, except that Strategic Division should be treated somewhat more generously because of their special file problem, and Reports Division and Administrative Staff because of their greater consultation needs.

e. Five-person rooms can be used in larger branches (17 or more) not to exceed one per branch, for clerical and junior-professional personnel.

2. Attached to this tab is a proposal by one of the ORR divisions to combine desks and safes, which we believe merits careful consideration as a space-saver, since desk drawers are of little use in a group working almost entirely with classified information.

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VI. Table of persons-per-room for Offices
Criteria for other space

1. The following table of space for offices is derived from the conclusions of Section V, Maximum reasonable capacity of rooms for various purposes:

a. Assistant Director's office:

Assistant Director	1 per room
AD's reception room	2 per room
Executive, area chiefs, and senior staff members	2 per room
Clerical and junior-staff support	1 per room

b. Division chief's offices:

If strength is 2	assign	1 room
3		1 1/2 rooms
4, 5, or 6		2 rooms
7 or 8		3 rooms

c. Branches:

If strength is 4 or less	assign	1 room
5		1 1/2 rooms
6 to 8		2 rooms
9 to 12		3 rooms
13 to 17		4 rooms
18 to 21		5 rooms
22 to 25		6 rooms
26 to 29		7 rooms

d. Exceptions: Allow one extra room for Reports Division for editorial consultations, one extra to Administrative Staff for personnel interviewing (to be available to divisions ~~also~~), and two extra rooms to Strategic Division because of special file problem.

2. Office conference space:

Allow six rooms for full T/O, one double room and four single, to be available also to divisions and branches, for conferences exceeding capacity of table in division chief's office.

3. Special space:

Consider as non-office space for units in "B" and "C" buildings only that required by the following OIR activities:

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3. Special spaces: (continued)

Techniques and Methods Division:
Photographic equipment rooms
Master photograph file

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Tab B, Staff Study on Space, ORR

SECURITY INFORMATION

Key to room plans on Plates 1-6

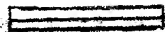
Desk or table



File



Bookcase



Radiators



Contrack



Chair



Note: A door symbol with the continued wall line signifies a closed door.

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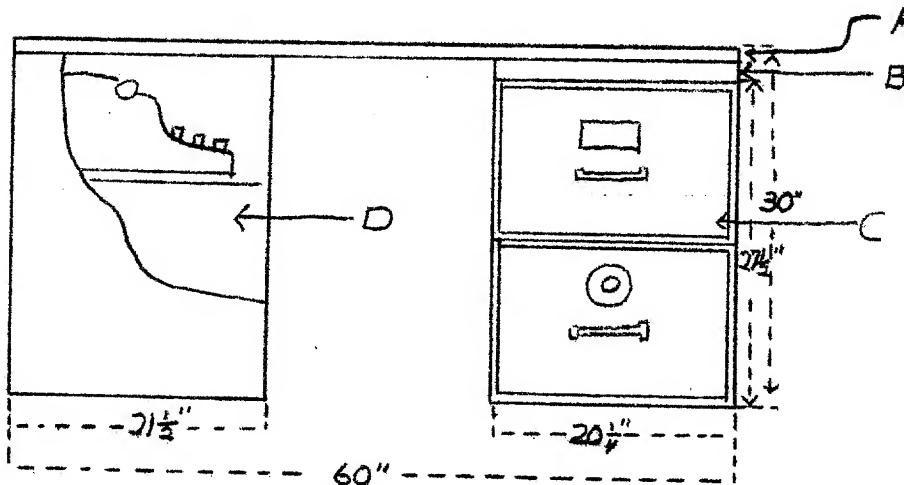
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Tab B, Staff Study on Space, ORR

Annex

Industrial Division proposal for combined safe and desk



- 25X1
- A- Stamped-metal or plywood top, standardized and interchangeable for left- or right-hand units, clamped or belted (not permanently attached) to base units.
 - B- Cellar or plate, wood or metal, thickness as may be necessary to equalize height of safe with that of typewriter unit (pull-out slide, usual desk type, would be desirable additional feature).
 - C- Standard two-drawer safe-file
 - D- Standard typewriter section; to be available in both right-hand and left-hand.

It is anticipated that analysts' desks of this type would:

1. Result in the return of 80% of the 4-drawer safes now in use;
2. Lessen the concentration of deadweight floor load;
3. Save analysts' time in going back and forth to files;
4. Economize on floor space

The units might be made by Federal Industries using Federal Penitentiary labor and equipment.